

Message Text

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16

ACTION IO-03

INFO OCT-01 ADP-00 RSR-01 RSC-01 /006 W

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P 140945Z JUL 73

FM USMISSION GENEVA

TO SECSTATE WASHDC PRIORITY 456

UNCLAS GENEVA 2634

FOR IO/EX NIELSON

FOL MSG SENT ACT DEPT 1 JUN RPTD FOR YOU:

QUOTE

E.O.11652 NA

TAGS OCON AFIN

SUBJ ADMINISTRATIVE SUPPORT SEABEDS CONFERENCE

REF STATE 103504

MISSION CAN PROVIDE FOLLOWING SUPPORT SUBJECT CONFERENCE:

TRANSPORTATION

FOR PERIOD JULY 1-AUGUST 4

ONE MISSION SEDAN AND DRIVER

WORKING 7 DAYS A WEEK

OVERTIME: 4 HOURS A DAY, 6 DAYS A WEEK \$680.00

ONE MISSION BUS WITH HIRED DRIVER

WORKING FIVE DAYS A WEEK \$900.00

OVERTIME EST. 4 HOURS A DAY, 5 DAYS A WEEK \$300.00

THREE HIRED SEDANS AND THREE HIRED DRIVERS

MONDAY THROUGH SATURDAY \$7470.00

OVERTIME EST. 4 HOURS A DAY 6 DAYS A WEEK \$720.00

TOTAL TRANSPORTATION COSTS 7/1-8/4 \$9870.00

FOR PERIOD AUG 5 TO 24

(17 WORKING DAYS - NO SUNDAYS)

CAN BE PROVIDED:

2 MISSION SEDANS WITH MISSION DRIVERS

OVERTIME ONLY, 3 HOURS PER DAY \$408.00

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SUNDAYS FOR ONLY ONE CAR AND DRIVER \$100.00

1 MISSION SEDAN AND HIRED DRIVER \$612.00
OVERTIME \$204.00
NO SUNDAY
2 MISSION BUSES AND 2 HIRED DRIVERS
SALARY DRIVERS 17 DAYS \$1224.00
OVERTIME 3 HOURS PER DAY \$408.00
NO SUNDAY
TOTAL TRANSPORTATION COSTS 8/5-24 \$2956.00
(ABOVE REPRESENTS ONLY TYPE VEHICLES AVAILABLE
DURING PERIOD REQUIRED. MUST BOOK VEHICLES FOR JULY
NOT LATER THAN JUNE 15TH).

SECRETARIAT SUPPORT
CONFERENCE SECRETARIES SUSAN HISCOCK AND PAULA
CAMPAGNOLO AVAILABLE DURATION OF CONFERENCE.
CONFERENCE SECRETARY GERRY RPOULX AVAILABLE FROM
AUGUST 8 TO 24.
MISSION CAN LOCAL HIRE:
2 CLERK-TYPISTS (DEPENDENTS) AT \$3.40 PER HOUR
1 SECRETARY (FULLY TRAINED, SPEAKS FRENCH, MRS PAT VOEGTLIN)
\$5.00 PER HOUR.
POSSIBILITY OF ADDITIONAL LOCAL HIRE SECRETARY
IF NEEDED. PLEASE ADVISE.

OVERTIME THREE SECRETARIES \$900.00
COMMERCIAL TELEPHONE TOLLS \$400.00
SPACE 1ST FLOOR EXTENSION USMISSION (17 OFFICES)

XEROX DUPLICATOR
XEROX COPIER 3600 MACHINE WITH COLLATOR,
MINIMUM PRICE FOR 4500 COPIES. MACHINE
MUST BE RENTED FOR THREE MONTHS; FIRM
NOT RENT PER MONTH. (COST OF COPIES OVER
4500 NOT INCLUDED). \$1900.00
DELIVERY OF MACHINE TO MISSION MACHINE IS
TOO LARGE TO ENTER BUILDING VIA ELEVATOR
MUST BE LIFTED THROUGH STREET SIDE WINDOW
FIRST FLOOR. COST OF CRANE LABORERS: \$300.00
SPECIAL ELECTRIC LINE TO BE INSTALLED TO
OPERATE MACHINE \$250.00
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RENTAL FOR THREE MONTHS - XEROX COPIES
AND COLLATOR (3 MONTHS IS MINIMUM RENTAL PERIOD) \$450.00
REMOVAL OF MACHINE FROM MISSION AFTER
CONFERENCE ENDS \$300.00
\$3210.00
XEROX COMPANY NEEDS AT LEAST 30 DAYS NOTICE
TO DELIVER MACHINE.
CONFERENCE SPACE SO LIMITED, WOULD BE EXTREMELY

DIFFICULT ACCOMMODATE MACHINE THIS SIZE.
PREVIOUS SEABEDS DELEGATION HAVE USED SCM AND
SMALL XEROX 660 MACHINE.

SUGGEST DELEGATION CONSIDER SCM COPY MACHINE FOR
INSTALLATION ON FIRST FLOOR. THE SCM MACHINE
IS FREE OF CHARGE, NO RENTAL, NO INSTALLATION
COST, NO SPECIAL ELECTRIC LINE NEEDED. THE ONLY
COST FOR SEABEDS DELEGATION WILL BE COST PER COPY
WHICH .5 CTS COMPARED TO .8CTD FOR XEROX
3600 MODEL.
SCM MACHINE IS USED BY MOST DELEGATIONS AND THE
MISSION HAS ONE AVAILABLE IN STOCK.

OTHER PLEASE CONFIRM ASAP IS MAXIMUM NUMBER OF PERSONS ON
SITE AT ANY ONE TIME IS NOT EXPECTED TO EXCEED
35. ALSO HELPFUL TO KNOW NUMBER OF UNACCREDITED
OFFICIALS EXPECTED TO BE PRESENT THIS YEAR. LAST
YEAR, THERE WERE APPROXIMATELY 25 IN THIS CATEGORY
AND THEY CONSTITUTE ADDITIONAL STRAIN ON MISSION'S
RESOURCES.
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